



TRANSFER OPPORTUNITY

Accounting Officer (Specialist)

Department of Industrial Relations

Division of Administration

Accounting Unit

San Francisco

Position: Accounting Officer (Specialist) \$3715- \$4516

Location: 455 Golden Gate Avenue, San Francisco, CA 94102

Duties: Under the general supervision of the Accounting Administrator I and the direction of the senior Accounting Officer (Specialist), the Accounting officer performs professional accounting duties in the establishment and maintenance of accounts and financial records. Responsible for the electronic cash remittances to the State Controller's Office. This includes ensuring compliance with SAM section 8091. Assists in the reconciliation of DIR cash receipts and records; analyzes reconciling items and makes appropriate adjustments as necessary; prepares analytical and management reports on the status of cash collected and Accounts Receivable accounts.

SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Terry Stevenson
Telephone: (415) 703-4381
CALNET 593-4381

Submit application by **July 12, 2007**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.